



City of Seat Pleasant

Finance Department

A CITY OF EXCELLENCE SMART CITY

“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for me using information and communication technology, with the internet of things”. Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

Department: Finance

Date of Report 7-30-2018

Reporting Period 7-01-2018 to 7-31-2018

- 1. With the use of the NetSuite Accounting System the Finance Department electronically verified and processed 272 purchase orders during the month of June. Out of the 272 purchase orders 134 payments were sent out as checks. Out of those 134 checks 9 were Red Light camera checks, 24 were Speed Camera checks, and 101 were General Fund checks. Out of the 272 purchase orders entered 31 were paid via online ACH payment or Wire Transfer. 2 came out of the Red Light Camera Account, 3 came out of the Speed Camera account, while 26 came out of the General Fund account. To ensure faster payments, the Finance office is always looking for new ways to get money out to our vendors.**
- 2. As the Finance department enters the new fiscal year, the focus has been to continue with the digitization of documents. As of June 30th, the department has scanned in about 70% of the documents that no longer need a physical copy.**
- 3. The Finance department is preparing for the move to the swing space. We have been scanning in documents to reduce the amount of boxes we use while getting rid of documents that are no longer needed.**

Revenue

| Revenue Center # | Revenue Center Name | Amount |
|-------------------------|---|----------------------|
| 4030 | Personal Property Taxes | \$ 308,555.50 |
| 4035 | Personal Property Taxes - CGS Funding | \$ 112,202.00 |
| 4050 | MD State Income Tax | \$ 8,944.09 |
| 4115 | Foreclose/Vacant Property Registration | \$ 300.00 |
| 4120 | Vehicle Releases | \$ 3,300.00 |
| 4130 | Parking Citations | \$ 1,535.00 |
| 4150 | Offender Based Funding - Speed Camera | \$ 65,584.55 |
| 4155 | Offender Based Funding - Red Light Camera | \$ 38,256.15 |
| 4156 | Prior Year Collections - Red Light Camera | \$ 2,549.87 |
| 4157 | Prior Year Collections - Speed Camera | \$ 6,187.80 |
| 4160 | Business License | \$ 7,365.00 |
| 4170 | Single Family Rental Licenses | \$ 100.00 |
| 4190 | Building Permits | \$ 191.00 |
| 4250 | Interest - CDs & Investments | \$ 4,765.37 |
| 4255 | Interest - Checking Account | \$ 47.93 |
| 4270 | Goodwin Park Event Rentals | \$ (100.00) |
| 4306 | LGIT-Deductible Reimbursement | \$ 3,017.49 |
| 4310 | Copies/Faxes/Other Misc | \$ 384.49 |
| 4311 | Police/Accident/Incident Reports | \$ 180.00 |
| 4313 | Public Works Landscaping | \$ 25.00 |
| 4390 | Open Space | \$ 56,675.01 |
| | Total | \$ 620,066.25 |

Expenditures

| Cost Center # | Cost Center Name | Amount |
|----------------------|-----------------------------|--------------------|
| 5260 | Contractual Services | \$ 3,288.04 |
| 5380 | Copier Contract | \$ 9.00 |
| 5440 | Utilities | \$ 411.48 |
| 5610 | Netsuite Yearly License Fee | \$ 1,309.76 |
| | Total | \$ 5,018.28 |